

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Regional Partnerships Coordinator

Accountable to: International Partnerships Development Manager

Contract Length: Permanent

Hours per week/FTE: 35

Weeks per year: 52

Salary: £34,943 – £42,914 pa

Grade: 4

College/Service: IRU, ADS

Location: High Holborn

Purpose of Role:

To be responsible for the management and coordination of the network of regional groups which have been set up to enable and support the implementation of UAL's International Strategy and to develop regional specific engagement plans and partnership strategies. This will include coordinating meetings and actions and managing the development of opportunities and projects arising from engagement plans. The post holder will work closely with the respective Chairs (UAL Deans), group members, and the International Partnerships Development Manager to develop strategic objectives and plans to implement these objectives.

The post holder will be expected to conduct background research for due diligence and market knowledge, support projects, initiate and build relationships with key organisations, support planning activities, and to schedule and coordinate meetings and other resources, whilst tracking and reporting progress.

Duties and Responsibilities:

- To provide comprehensive project management and administrative support to senior academics and the International Partnerships Development Manager to enable the successful running of the International Strategy regional groups and to achieve high quality outputs and deliverables.
- To coordinate all resources for each group including the allocated budget for each group.
- To assist and coordinate the development, monitoring and review of strategic objectives for regions, and emerging partnership and project opportunities.
- To work collaboratively across colleges with academics and different professional groups, contributing to, and supporting the development of partnerships and delivery of projects.
- To manage and co-ordinate all activities and projects within each regional group.
- To undertake background research for due diligence and market knowledge, to support projects, including the preparation of high quality, regular reports of both of a qualitative and quantitative nature, and updating as appropriate in a regular and timely manner.
- To organise and attend meetings and record action points as appropriate.
- To support the setting up and smooth running of events including bespoke mobilities, delegation visits, symposia, and roundtables.
- To work collaboratively with colleges and business units to compile and review accurate records of travel to and from regions, providing reports as necessary.
- To be responsible for ensuring travellers for such activities are properly prepared and briefed on travel/health and safety/insurance arrangements/risk assessment/visa requirements.
- To introduce and maintain effective reporting and monitoring strategies for all activities related to project work, including the budgetary position, keeping the appropriate colleagues and managers informed in a timely manner.
- To support and prepare market research and data collection in order to prepare and develop and originate presentations and visual materials.

- To be responsible for secretarial support for meetings, including setting of the agenda, distribution of papers, taking notes and undertaking follow up actions where appropriate.
- To demonstrate a commitment to make use of all information and communications to meet the requirements of the role and promote organisational effectiveness.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Director IRU
- Deans and other senior staff who Chair Regional Groups
- Lead academics on projects
- Student Marketing and Recruitment
- Directors of International
- International Office staff at Colleges
- External Academic and Industry Partners
- Local and Central Finance
- Health and Safety and risk assessment team
- Education partners including overseas institutions
- Key stakeholders and influencers in each region such as the British Council
- Corporate Travel Service and insurance team
- UAL Legal

Specific Management Responsibilities

Budgets: No

Staff: Yes

Other: Accommodation/equipment as appropriate

Signed _____ Date of last review _____
(Recruiting Manager)

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Grade: 4

Person Specification

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|---|---|
| Specialist Knowledge/ Qualifications | <p>Educated to degree level or equivalent (E)</p> <hr/> <p>Excellent knowledge of Microsoft Office, Office 365, Skype for Business (E)</p> <hr/> <p>Excellent knowledge of Outlook diary management (E)</p> <hr/> <p>Knowledge of finance management systems (e.g. Agresso) (D)</p> <hr/> <p>Knowledge of content management systems Excellent numeracy and literacy (E)</p> |
| Relevant Experience | <p>Co-ordination of projects in collaboration with a variety of stakeholders at all different levels (E)</p> <hr/> <p>Day to day support for senior management (D)</p> <hr/> <p>Excellent customer services experience (E)</p> <hr/> <p>Experience of providing project updates for internal and external dissemination (E)</p> <hr/> <p>Experience of conducting desk top research into regions, markets, institutions, educational and cultural organisations (D)</p> <hr/> <p>Experience of collating information and report writing (E)</p> <hr/> <p>Experience of tracking budgets and actions (D)</p> |
| Communication Skills | <p>Communicates effectively orally, in writing and/or using visual media (E)</p> |
| Leadership and Management | <p>Leads people within the scope of specific activities to meet objectives</p> |
| Planning and Managing Resources | <p>Plans, prioritises and organises work to achieve objectives on time</p> |

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| Teamwork | Works collaboratively in a team and where appropriate across or with different professional groups. |
| Student Experience or Customer Service | Builds and maintains positive relationships with students, staff and key stakeholders |
| Creativity, Innovation and Problem Solving | Uses initiative or creativity to resolve problems |

Key:

(E) = Essential

(D) = Desirable

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Last updated: 15/01/2020